

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **November 12, 2002**

AGENDA ITEM NO.: 12

CONSENT: **X**

REGULAR:

CLOSED SESSION:

ACTION: **X**

INFORMATION:

(Confidential)

ITEM TITLE: **Physical Development Committee Guidelines**

RECOMMENDATION: Approve the attached guidelines for the City Council's Physical Development Committee.

SUMMARY: The Physical Development Committee (PDC) has developed the attached guidelines to document the Committee's responsibilities.

PRIOR ACTION(S):

August 13, 2002 - City Council approves revised guidelines for Finance Committee.

October 8, 2002 - PDC review of draft material.

November 5, 2002 - PDC recommends guidelines

FISCAL IMPACT: none

CONTACT(S): Bruce McNabb 847-1823 ext. 268

ATTACHMENT(S): Physical Development Committee guidelines

REVIEWED BY: lkp

## **Lynchburg City Council**

### **Physical Development Committee Guidelines**

#### **General Purpose Statement**

To guide the City in the execution of Council-adopted physical development policies; to review and serve as a filter in determining specific physical development actions to be considered by City Council; and, to review reports regarding physical development and capital projects on a quarterly basis to determine if any adjustments are necessary during the fiscal year.

To better facilitate the Physical Development Committee meetings, there are three types of agenda items: General Business, Other Information and Items to be considered later by the full City Council. Following are examples of items that may be included in each of these sections:

#### **I. Items considered as General Business include:**

1. Presentations by and requests from City departments, citizens, outside agencies and private entities including those seeking relief from City Code requirements (preliminary review) and City policies, such as utility connection fees;
2. Petitions for utility line extensions;
3. Reallocations (greater than \$50,000) of non-project specific Capital Budget appropriations;
4. Reimbursements to developers for constructing City infrastructure such as streets, sidewalks, curb and gutter and utility lines.

#### **II. Items considered as Other Information include:**

1. Items that do not require immediate Committee action but are to advise the Committee on upcoming items or issues. Examples include: the annual infrastructure report, quarterly and special reports regarding the status of the City's physical development including City capital projects and other items relating to the City's solid waste system and water and wastewater systems, including the Combined Sewer Overflow (CSO) program.

**III. Items to be considered later by the full City Council at a Regular City Council Meeting or Work Session include:**

1. Street vacations and disposition of other real property;
2. Input into the planning and approach for the annual Capital Improvement Program.
3. Review and deliberations regarding the *Proposed Capital Improvement Program*
4. Changes to the City Code relating to the physical development of the City;
5. Adjustments to Capital Budget appropriations;
6. City Council reports relating to the physical development of the City.
7. Appropriation requests from Fund Balances for capital projects.
8. Demolition of City owned buildings.

Approved by City Council (date)